

Census Jobs!

U.S. DEPARTMENT OF COMMERCE ● Economics and Statistics Administration ● U.S. CENSUS BUREAU

The Census Bureau is an Equal Opportunity Employer A UNIQUE OPPORTUNITY: EARN MONEY WHILE YOU SERVE YOUR COMMUNITY

The U.S. Census Bureau offers employment opportunities for a variety of positions and durations to support the collection of data for the federal government. These positions may work varied schedules depending on assignments and job requirements. While working, you will serve your country and make a difference in your community.

Program	Description	Types of Work	Duration of Work
Decennial Census	The Census Bureau conducts a count of the entire population every 10 years, in years ending in "0." Throughout the decade, tests are also conducted in various locations in preparation for the Decennial Census. Large recruitment efforts begin one or two years prior to the population count. Decennial positions tend to pay more than other Census positions, but are short-term in nature. Positions most often last several weeks.	The Decennial Census program offers the following types of work: Data Collection Outreach Office	The Decennial Census program offers the following duration of work: Short-term
Current Survey	The Census Bureau conducts surveys almost every day of the year. Because of this, recruiting and hiring for these positions is ongoing, and many employees have worked for the Census Bureau for over 10 years. Current Survey positions vary in length but could extend several weeks, months, or years, depending on the survey work available. Applicants who are selected for Current Survey positions will be notified of the duration of the work assignment during the interview.	The Current Survey program offers the following types of work: Data Collection Office	The Current Survey program offers the following duration of work: Long-term
Special Census	Beginning approximately two years after Decennial Census operations (i.e., in 2022 after the 2020 Census is conducted), the Census Bureau may conduct Special Censuses in certain towns and cities that contract with the Census Bureau to update their population count.	The Special Census program offers the following types of work: Data Collection Office	The Special Census program offers the following duration of work: Short-term

TYPES OF WORK

Data Collection: The majority of available positions at the Census Bureau involve data collection. Data collection involves working from home and interacting with the public. These jobs could involve the following tasks: knocking on doors to collect personal information and verifying household address listings. These jobs almost certainly require you to work nights, weekends, and whenever respondents are available. Limited data collection supervisory positions are also available for the Decennial Census and Special Census programs.

Outreach: These positions are only available for the Decennial Census program. These positions involve outreach to Census partners and potential applicants for Census jobs. Outreach work is conducted outside an office environment.

Office: For applicants who live close to one of the limited number of Census Bureau offices, there are a few office positions available. Office duties include a variety of clerical support tasks such as file maintenance, data entry, answering/making phone calls, word processing, shipping and receiving, processing payroll and personnel actions, and other administrative operations. Limited office supervisory positions are also available for the Decennial Census and Special Census programs.

CONFIDENTIALITY REQUIREMENT

If you are hired, the information you collect from the public will be confidential and must **NOT** be disclosed to anyone who has not been sworn in to protect Census Bureau information.

DURATION OF WORK

Short-term: Most positions are short-term and generally last several weeks.

Long-term: There are a limited number of long-term positions. Long-term positions vary in length, but could extend several weeks, months, or years, depending on the survey work available. Applicants who are selected for long-term positions will be notified of the duration during the interview.

TRAINING

If selected, you may be asked to attend a paid training session. You may be asked to travel for training and will be reimbursed. Certain positions may require you to complete automated self-studies online and/or classroom training that may require travel to another city on government per diem for several days, including overnight travel. Other positions may require on-the-job training, as well as refresher training sessions periodically.

PAY

Social Security deductions will be taken from your earnings. Federal, state, and local income taxes, where applicable, also will be deducted. You will be reimbursed for authorized out of pocket expenses, telephone, and other travel costs, such as parking fees, bus fares, etc., while on official business travel. If hired, you will receive specific information about pay from a Census representative.

Am I eligible for Census work?

- 1. You must be a United States citizen.
- 2. You must be 18 years old or older.
- 3. You must have a valid Social Security Number.
- **4.** You must have a valid e-mail address. Any questions or issues with your application will be communicated via this email or by text message if provided. All job interviews and job offers will be conducted via the phone numbers you have provided.
- 5. You must answer assessment questions. For some positions, the assessment questions may be available in Spanish; however, an English Proficiency Test may also be required.
- Male applicants born <u>after</u> December 31, 1959, must be registered with the Selective Service System.
- 7. You must pass a Census Bureau performed criminal background check and review of criminal records (including fingerprinting) as part of the hiring process.
- 8. You may not engage in any partisan political activity while on duty.
- **9.** Your current employment (including law and regulatory enforcement jobs) will be reviewed on a case-by-case basis for compatibility with Census Bureau employment.
- **10.** Since not all people will be home during the day, you must be available to work days, evenings, and/or weekends. Visits will usually be no later than 9:00 p.m.You generally will have flexibility to choose which hours to work during these productive time periods.

How do I complete the BC-170, U.S. Census Employment Application?

 Print clearly using a black or blue pen. We cannot accept your form if it is not legible. Print neatly in uppercase. For example —



- **2.** Follow the instructions provided with every item. If you do not answer all questions fully and correctly, you may delay the processing of your application.
- **3.** Enter one letter or number within each white block or complete the information on the line provided.

Below are a few explanatory notes for some of the items: Section A – Applicant Profile

- **Item 3.** Enter your street address followed by your city, county, state and ZIP code. Enter the *State* postal abbreviation for the state in which you live, for example, MS for Mississippi.
- **Item 6.** Enter your e-mail address. E-mail is the primary way you will receive information, should you be offered a position.
- **Item 7.** Enter your contact number(s) in the appropriate fields, and *Mark (X) if Mobile.*
- Item 9a. Enter your *Date of Birth*. For example, enter July 6, 1952 as follows:

Month	Day	Year				
07	06	1	9	5	2	
information, co	ontact:					

The Application Process (Next Steps)

The application process includes the following forms:

- 1. BC-170 U.S. Census Employment Application
- 2. BC-171 Additional Applicant Information

All applicants will be required to answer assessment questions.

What are the assessment questions like?

The assessment questions are designed to indicate your fit for a variety of Census jobs. By submitting one application and answering a basic set of assessment questions, you may be considered for several positions. The assessment is physically accessible to people with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please find the information listed in the box below.

Privacy Act and Burden Statement

Solicitation of your personal information is authorized by Title 13 U.S.C., Chapter 1, Subchapter II, Section 23a and c; Title 5 U.S.C., Part II, Chapter 13; Title 5 U.S.C., Part III, Chapter 33, Subchapter 1, Section 1 and 20; and Executive Orders 9397, 10566.

The purpose of collecting this information is primarily to determine your qualifications for employment and may also be used to identify you to other sources asked to comment on your qualifications, e.g. educational institutions, former employers, and enforcement agencies, or to a court during legal proceedings. Personal information collected includes your Social Security Number (SSN), name, address, date of birth, telephone number, etc.

Disclosure of the information provided to us may be shared with other Census Bureau staff for the work-related purposes identified in this statement as permitted under the Privacy Act of 1974 (5 U.S.C. Section 552a). Disclosure of this information is also subject to the published routine uses as identified in the Privacy Act System of Record Notice OPM/GOVT-5, Recruiting, Examining, and Placement Records.

Furnishing this information is voluntary, but failure to provide any part or all of the data requested will result in you receiving no further consideration for employment.

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Reduction Project 0607-0139, Field Division Correspondence Liaison, U.S. Census Bureau, 4600 Silver Hill Road, 5th Floor, Washington, DC 20233-1500. You may E-mail comments to FLD.Decennial.Oversight@census.gov; use "Paperwork Reduction Project 0607-0139" as the

The eight digit OMB number on the first page of this form confirms our authority to collect this information.

subject.

For more

NOTE THE ACCURACY OF YOUR STATEMENTS WILL BE VERIFIED. FORM **BC-170** (6-5-2018) **U.S. CENSUS EMPLOYMENT APPLICATION**

U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU

1. Social Socurity Number 2. Legal Name Left Name Sulfix First Name Mil 3. Home address Please do Not Per a for Box or other non-physical address. Himmy may be goth head or when you keep septement number, superinst number, please wist the Solicilies Service Number please visit the Solicilies Service Servic		Section A – APP	LICAI	NT PROFILE
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10-point/Compensable. A veteran who served at any time and who has a compensable service-connected disability rating of at least 10 percent but less than 30 percent. (CP) 10-point/Other. Persons entitled to 10-point preference in this category: (1) Both the spouse and mother of a veteran occupationally disabled because of a service-connected disability, and (2) the widow/ widower and mother of a deceased wartime veteran. (XP) 10-point/Compensable. A veteran who served at any time and who has a compensable service-connected disability rating of at least 10 percent but less than 30 percent. (CP) 10-point/Other. Persons entitled to 10-point preference in this category: (1) Both the spouse and mother of a veteran occupationally disabled because of a service-connected disability of 30 percent or more. (CPS) Sole Survivorship Preference Eligible. No points awarded. A service member who is released or discharged from the Armed Forces after August 29, 2008, at the request of the member who is the only surviving child in a family in which the father or mother or one or more siblings (1) served in the Armed Forces; (2) was killed, died as a result of wounds, accident, disease, is in a captured or missing in action status, or is permanently 100 percent disabled or hospitalized on a continuing basis (and is not employed gainfully because of the disability or hospitalization); and (3) death, status, or disability did not result from the intentional misconduct or willful neglect of the parent or sibling and was not incurred during a period of unauthorized absence. (SSP) D. Census Tract D. Census Tract E. BCU F. Veteran's proof Veriffied & V		State 7IP Code		
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7a.Phone information Area code Number Mark (X) Mark (X) if Mobile M	6.	E-mail address		
Area code Number if Mobile Primary Phone to receive text messages Secondary Other D. Do we have permission to text you on your mobile phone?* Yes *Standard data fees and text messaging rates may apply Mark (X) in only one box to receive text messaging rates may apply Area code Number if Mobile if Mobile only one box to receive text messages (1) served in the Armed Forces; (2) was killed, died as a result of wounds, accident, disease, is in a captured or missing in action status, or is permanently 100 percent disabled or hospitalized on a continuing basis (and is not employed gainfully because of the disability or hospitalization); and (3) death, status, or disability did not result from the intentional misconduct or willful neglect of the parent or sibling and was not incurred during a period of unauthorized absence. (SSP) D. Census Tract E. BCU F. Veteran's proof Verified &				member who is released or discharged from the Armed Forces after
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Secondary Other D. Do we have permission to text you on your mobile phone?* Yes *Standard data fees and text messaging rates may apply text messages or is permanently 100 percent disabled or hospitalized on a continuing basis (and is not employed gainfully because of the disability or hospitalization); and (3) death, status, or disability did not result from the intentional misconduct or willful neglect of the parent or sibling and was not incurred during a period of unauthorized absence. (SSP) FOR OFFICE USE ONLY A. Office/FSA B. FIPS State C. FIPS County F. Veteran's proof Verified &		ii Mobile only one box		(1) served in the Armed Forces; (2) was killed, died as a result of
Secondary hospitalization); and (3) death, status, or disability did not result from the intentional misconduct or willful neglect of the parent or sibling and was not incurred during a period of unauthorized absence. (SSP) Other FOR OFFICE USE ONLY A. Office/FSA B. FIPS State C. FIPS County D. Census Tract E. BCU F. Veteran's proof Verified &				or is permanently 100 percent disabled or hospitalized on a continuing
Other C. FIPS County		Socondary		
Other D. Do we have permission to text you on your mobile phone?* Yes *Standard data fees and text messaging rates may apply FOR OFFICE USE ONLY A. Office/FSA B. FIPS State C. FIPS County F. Veteran's proof Verified &		Jecondary		intentional misconduct or willful neglect of the parent or sibling and was
b. Do we have permission to text you on your mobile phone?* Yes *Standard data fees and text messaging rates may apply A. Office/FSA B. FIPS State C. FIPS County F. Veteran's proof Verified &		Others		, ,
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Yes *Standard data fees and text messaging rates may apply D. Census Tract E. BCU F. Veteran's proof Verified &	L			
Yes *Standard data fees and text messaging rates may apply Verified &	D.		D. Cen	nsus Tract E. BCU F. Veteran's proof
		Yes *Standard data fees and text messaging rates may apply based on your plan with your mobile phone carrier.		

19. Have you worked for the Federal government or military **Military Service - Continued** and received a Voluntary Separation Incentive Payment (VSIP) or "Buyout" within the past 5 years? Note: For more information and/or to determine if you are eligible for Veteran's Preference, please visit https://www.fedshirevets.gov/job/vetpref/index.aspx. The majority of individuals who accept re-employment with the Federal government within 5 years of receiving the VSIP/buyout amount must You must provide acceptable documentation of your preference or appointment eligibility. Acceptable documentation includes: repay the gross amount of the separation pay prior to reemployment. • A copy of your DD-214, "Certificate of Release or Discharge from Active Duty," which shows dates of service and discharge under honorable conditions. I have NOT received a VSIP/Buyout from a prior Federal • A "certification" that is a written document from the Armed Forces that certifies the appointment within the past 5 years service member is expected to be discharged or released from active duty service in the Armed Forces under honorable conditions no later than 120 days after the I have received a VSIP/Buyout from a prior Federal appointment within the past 5 years. I understand that I must repay the full amount before I may be reappointed. *If paid in* date the certification was signed. • If you claim 10 point preference or sole survivorship, you must complete a full, you must provide proof of payment. Standard Form 15 (SF-15), which is available online or at any Federal Job Information Center. Submit a complete SF-15 and include the applicable documentation required (listed on page 2 of the SF-15). Indicate VSIP/buyout Year · A letter from the Department of Veterans Affairs reflecting your level of disability for preference eligibility. Agency Note: You may submit your application prior to providing the necessary Veterans' Preference supporting documentation. If you need to submit paper copies of your documentation for Veterans' Preference, please contact the 20. Do any of your relatives currently work for the Census office noted on the cover page of this form. Please note that you will not **Bureau?** Include – Parents, spouse, children, grandparents, siblings (include half), aunts, uncles, first cousins, nephews, receive additional points until we verify your provided documentation. nieces, in-laws and step relatives. Section B - GOVERNMENT EMPLOYMENT HISTORY Yes - If yes, indicate relationship, current title, first/last name 13. Have you ever worked for the Census Bureau? and location Z Yes – Indicate most recent title and dates of employment. 📈 No Relationship Current Title No Title Month Month Year Year First Name Last Name TO 14. Are you currently employed by a Federal government agency? Yes – Indicate hire date, agency and title. ✓ City State No Month Year Hire date If you need to add additional relatives continue in Section D. Title Section C - LANGUAGE SKILLS AND AVAILABILITY Are you currently employed by a state, local or tribal government **21.** Some Census Bureau jobs require employees to conduct the Census interview by reading and recording responses to questions in a language agency? other than English. The employee must be able to convince individuals Yes – Indicate current title and agency ✓ who speak no English to respond to the interview by explaining the purpose and importance of the census. Employees will receive Census job-related training, but not language training. No Title Are you fluent in any language where you can hold a conversation, read and record responses, and respond to questions in that language? If so, indicate the language(s) below and mark (X) to all that apply. 16. Are you currently an elected official of any government agency? Fluent Dialect Language(s) Speak Read Write Yes - Indicate current title and agency ✓ Nο Title Agency Please include American Sign Language. If you need to add additional languages continue in Section D. 17. Are you currently employed by a law enforcement agency? 22. Indicate the type(s) of transportation available for your use -Yes - Indicate current title and agency ✓ Mark (X) **ALL** that apply. No Automobile Title Agency Check if 4-Wheel Drive

Security payments are **NOT** considered a Federal annuity.

Yes – Indicate the agency and explain in Section D.

No

annuitant, your salary or annuity may be reduced upon employment. Social

Are you a retiree receiving a Federal annuity? If you are an

If you have additional information continue in Section D.

Airplane Boat

None

ATV (All terrain vehicle)

Other - Describe -

Section C – LANGUAGE SKILLS AND AVAILABILITY – Continued				
23a. When are you available to work? Census field work will usually require you to work evenings and weekends. Some positions will require shift work. Hiring for some positions is based, in part, on your availability. Mark (X) in All that apply Evenings Weekends	u are willing ling 40.			
Weekdays				
Section D – ADDITIONAL INFORMATION (please list iten	n number)			
COSTON D ADDITIONAL IN CHIMATION (picase list item	ii iidiiibei j			
	_			
Section E – SIGNATURE, CERTIFICATION, AND RELEASE OF	FINFORMATION			
YOU MUST SIGN THIS APPLICATION IN DARK INK. Read the following carefully before you sign. A false statement on any part of your application may be grounds for not hiring you, or for firing you after you begin work. Also, you may be punished by fine or imprisonment (U.S. Code, Title 18, Section 1001).				
I understand that any information I give may be investigated as allowed by law or Presidential order. I consent to the release of information about my ability and fitness for federal employment by employers, schools, law enforcement agencies and other individuals and organizations, to investigators, personnel staffing specialists, and other authorized employees of the Federal Government. I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith.				
Signature	Date signed			
Print name				